

FOXBORO RECREATION
Cocasset River Recreation Area
68 Mill Street
40 South Street (mailing address)
Foxboro, MA 02035
2009

Rental Agreement
Rules and Regulation

Name of Organization _____ Telephone _____

Authorized Representative _____ Telephone _____

Address _____
Street Town State Zip Code

Name of Individual _____

Address _____
Street (no P.O. Box accepted) Town State Zip Code

Driver's License # _____ Business Telephone _____

Date Requested _____ Number of People Attending _____

Capacity of Hall - 80 with tables and chairs, 180 chairs only

Purpose of Event _____

Event Time- 3 hr. min. (if available we allow ½ hr. set up and ½ hr. breakdown time) _____

Type of Entertainment _____
Provide brief explanation (live music, performers, etc.)

Available Amenities (extra charge): please check off Swimming Pool _____ Kitchen _____ Popcorn _____ Karaoke _____
Hall Times _____ Pool Times _____

Amenities you plan to make available: _____

Comments: _____

I hereby agree that shall to the maximum extent permitted by law, indemnify and save harmless the Town of Foxborough, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's lease or use of the Town of Foxborough for any damage to its real or personal property that occurs in conjunction with the lease or use of the Cocasset River Recreation area by Lessee, unless the damage is caused by the Town of Foxborough's gross negligence or willful misconduct. Also, by signing below I acknowledge that I have read and agreed to the rules and regulations of renting Cocasset River Recreation Area.

Signature of Authorized Agent of Organization/Family/Individual _____

_____ Date

_____ Print Name

Recreation Director _____

Signature of Approval _____

_____ Date

Fees: _____ + _____ + _____ = _____
Hall Pool Lifeguard Total Deposit Balance Security Deposit
(required for reserving date) (due 2 weeks prior to event) (to be returned 2 days after event)

Non-Profit Groups: There is no charge. A \$25 donation is suggested and appreciated to help with utility costs, but this is determined by the financial capabilities of your group.

For All Groups: A \$50 security deposit in the form of a separate check must accompany paperwork.

FOXBORO RECREATION DEPARTMENT
COCASSET RIVER RECREATION AREA
RULES AND REGULATIONS

1. All individuals and organizations requesting the private use of the CRRA shall complete an application and submit the proper remittance including security deposit (separate check) not less than ten (10) days prior to the requested use date.
2. Security deposits shall be returned only when all conditions of the agreement have been satisfied. Call for entry procedure. *There will be a charge for not turning heat down.* **MAKE CHECKS PAYABLE TO FOXBORO RECREATION**
3. Refunds for cancellations will be allowed when cancellations are made in writing and received not less than ten (10) days prior to the event.
4. Applicant must be at least twenty-one years of age and submit a valid Massachusetts Driver's License as proof of age.
5. Applicant shall be responsible for timely set up and clean up the day of the event.
6. Applicant may set up before the event providing they do not interfere with public enjoyment of CRRA during that time.
7. Foxboro Recreation provides sanitary restrooms and a trash dumpster for your use.
8. Applicant shall control noise and litter during each event.
9. Applicant shall be responsible for the care and safe keeping of Town property and equipment at all times.
10. No glass containers or food allowed at pool.
11. No open fires are allowed without a permit.
12. Pool use requires a Lifeguard on duty during the event and shall be an additional expense separate from user fee for the CRRA.
13. The Pool closes at 5:00 and has a maximum capacity for 75 people.
14. The Pool Attendant shall be present during the event and shall be an additional expense separate from user fee for the Pool.
15. All persons participating in your event shall be required to vacate the property within thirty (30) minutes of the conclusion of the event as outlined in your application.
16. Any unauthorized vehicles remaining on the property upon conclusion of the event shall be towed at the expense of the applicant.
17. Kitchen may be used for serving only, unless a permit is acquired.
18. Applicant is responsible for any food permits.
19. All alcoholic beverages are prohibited

2009 Rate Structure:

	<u>3-Hour Rental</u>	<u>6-Hour Rental</u>	<u>Security Deposit</u>
Business Organizations	\$250	\$400	\$250
Recreation Hall	\$ 96	\$180	\$ 50
Pool	\$ 96	\$180	\$ 50
Hall and Pool	\$180	\$ 350	\$100
Kitchen	See Recreation Staff for fees and regulations		
Lifeguard	\$15/hour payable directly to Lifeguard on day of event		
Pool Attendant	\$15/hour payable directly to Attendant on day of event (required for a bather load of +25)		
Additional hours	(\$32/hr)		

CRRA RECREATION HALL

CLEAN-UP CHECKLIST AFTER AN EVENT

The CRRA Recreation Hall is a community oriented facility. The prices are low because we all help to keep the building clean – including the renters/users. After using the Rec Hall, you are expected to do your share in making it ready for the next user. Please follow the steps below.

1. **Wipe off Tables and Chairs** – clean off any spilled materials – cleaning supplies next to sink.
2. **Stack Chairs** - place neatly in stacks in designated locations - 5 stacks of 7 chairs each. <see diagram>
3. **Stack Tables** - Fold up tables, place neatly in two stacks against the wall - all flat side facing out, 2 stacks of 10 tables each. <see diagram>
4. **Sweep Floor** - large push broom, hand brush, and dust pan in kitchen near the mop sink
5. **Remove all Event Decorations and Accessories**
6. **Remove all Food** – Nothing should remain in the refrigerator.
7. **Clean off Kitchen counters, Utensils, and Appliances** - make sure counters clean, utensils washed & returned, and all appliances clean & unplugged.
8. **Empty Trash Cans** –remove the liners & trash from receptacles - combine to one liner if possible. Replacement liners found on shelves next to sink.
9. **Place trash in dumpster** –dumpster located in the parking lot. Combination to lock on dumpster on bulletin board next to phone, along with flashlight. Combo = 1-2-3-4. Unlock, dump, relock. Return flashlight.
10. **Turn down HEAT** – make sure thermostat is set to 55 degrees.
11. **Lock Both Door1 and Door2 next to Kitchen** <see diagram>
12. **Close / Lock all Windows** – (both kitchen and main room)
13. **Turn off All Inside Lights** – outside spots are on sensors, and will turn off automatically
14. **Lock the Front Door** – recheck to ensure locked status.
15. **Restrooms** – make sure lights off and doors are locked
16. **Replace Key in Lockbox** – after replacing, be sure to scramble combination.

